

PURPOSE

To establish the moving expense reimbursement policy for the Department of Health and Human Services (MDHHS) and to provide guidance in interpreting the standardized move expense regulations issued by the Department of Technology, Management and Budget (DTMB), Civil Service Commission (CSC), and the State of Michigan Financial Management Guide (FMG).

DEFINITION

Household goods include all furniture, personal effects and property used in a dwelling and normal equipment and supplies used to maintain the dwelling. Household goods **do not include** automobiles, boats, travel trailers, camping vehicles, motorcycles, snowmobiles, firewood, fence posts, tool sheds, perishable foodstuffs, building materials, fuel, explosives, and property liable to damage the mover's equipment or other similar items.

Mobile homes are defined as mobile units (including furnishings) utilized as a normal residence. Furnishings **do not include** out buildings, fuel tanks, dog houses, swing sets or other items not a part of the mobile home which cannot be dismantled and secured inside the unit for movement.

PRIOR APPROVAL

1. The employee must obtain **prior written approval** for payment of moving expenses, by submitting a request through supervisory channels (at the new work location) to their administration director or designee who in turn will forward the request to the human resources director.
2. The recommendation and approval are dependent on:
 - The circumstances surrounding the move; see conditions of payment *in this item*.
 - The availability of funds to the requesting unit.
 - The requesting unit contacting the Office of Human Resources.
 - Prior approval by the Office of Human Resources and final confirmation by the Department of Technology, Management and Budget (DTMB), Office of Purchasing.

**CONDITIONS OF
PAYMENT**

If approved, moving expenses for household goods will only be paid:

- For active, career MDHHS employees, whose employment is expected to last seven hundred and twenty hours or more.
- When the transfer is for the convenience and benefit of the state.
- When the employee is promoted and transferred to a work station in another county, and the employee moves the household to that new county.

Note: Applies only to non-exclusively represented employees (NERE). For represented employees, see applicable bargaining unit agreements for eligibility requirements.

- For lateral transfers, when the request documents extenuating circumstances (such as hard-to-fill positions or positions that require specialized skill or experience).

**PAYMENT
RESTRICTIONS**

The state will not pay household moving expenses:

- For anyone who is not an active, career employee.
- When the transfer is made at the request of and/or for the benefit or convenience of the employee.
- When the transfer is made in conjunction with work placement following completion of an educational leave.
- When the transfer is made for disciplinary reasons.
- The agency director or their designee may authorize exceptions to the general prohibition against paying moving expenses of employees on initial hire or rehire when it is determined that doing so is in the best interests of the state.

Household moves involving minimum charges or overtime charges will be authorized only by DTMB. Moves of this type will be

approved only under extenuating circumstances, such as unavailability of movers or difficulties in scheduling.

Whether or not moving expenses are paid by the state, administrative leave will not be granted for the express purpose of moving.

ALLOWANCE LIMITATIONS

See the Michigan.gov DTMB Administrative Guide to State Government [0430.01, Payment of Household Moving Expenses](#), (found under Law & Policies) for authorized household moving expense limitations on weight, charges etc. in addition to items not authorized under the moving expense policy.

PROCEDURE

Employee

Employees must obtain cost estimates from at least three licensed common carrier vendors and submit all cost estimates to MDHHS and indicate the preferred carrier.

If additional insurance coverage is desired over and above the carrier's standard liability, arrangements should be made prior to the move to designate the amount of coverage and method of payment of the required premium.

Administration Director or Designee

The administration director or designee recommends approval or disapproval after reviewing requests for moving expense payment considering both:

- Policy on conditions and restrictions *in this item*.
- The work areas budgetary considerations.

If the request is disapproved, informs employee. If it is approved, forwards the request and approving memo to Office of Human Resources.

Approving memo must contain the following information:

- Name.

- Old and new class and level.
- Effective date of transfer or reassignment.
- Old and new work location.
- Specific condition of payment being met to justify approval; see conditions of payment *in this item*.

Office of Human Resources:

The Office of Human Resources approves or disapproves moving expense request and informs the administration/bureau/office/county office/institution director and employee.

Note: Once moving expenses are approved, there is a one-year limitation for moving.

Employee

The employee:

- Pays total cost of moving experiences and must submit receipts to support authorized expenditures.
- Is responsible for all charges more than the state allowance (such as excess weight, additional packing, insurance coverage, and premium wages etc.). These charges should be paid at the time of delivery in cash, certified check, or money order, unless credit arrangements have been made in advance with the carrier.
 - Excess charges will be handled directly between the employee and the common carrier.
 - The state will not be a party in the collection of additional charges from the employee.
- Must make all moving arrangements (packing, moving date, arrival time of goods at destination, etc. The employee is responsible for being completely ready to move on the agreed upon date, including all packing and preparation other than that to be done by the mover. In the case of mobile homes, all necessary preparations required to ready the unit for movement other than those the mover has agreed to perform should be done prior to the arrival of the towing unit.

- Examines furniture and goods for damage or shortage and records any irregularities on the bill of lading before signing. In case of damage or shortage, notifies the carrier immediately and requests necessary forms and instructions for preparing a claim.
- Notifies MDHHS of any damages sustained during the move.
- Requests reimbursement for out of pocket expenses through the SIGMA travel reimbursement process.

CONTACT

For more information contact the Office of Human Resources.